

Madison County Library Board of Trustees Meeting

Thursday, January 14, 2016

4:30 pm

Jere Ayers Meeting Room

Proposed Agenda

Call to Order

Minutes from Previous Meeting

Public Comments

Reports:

Chair

Branch

Regional Library

Friends of the Library

Committee Reports:

Building & Grounds

Finance

Personnel

Gifts

Special Projects

Old Business - janitorial contract, staff bonuses, budget 2016 (has not been voted on yet, should be available in Clerk's office next week and then public comment will be heard at the Jan. 25 BOC meeting)

New Business – Audrey Spivey resigned from BOT; consider recommending Ann Davis for BOT appointment

Next Meeting - Thursday, April 14, 2016 @ 4:30 pm

Adjournment

Quarterly Branch Manager's Report: Oct. – Dec. 2015

STATISTICS	Oct – Dec 2014	Oct – Dec 2015	
Patron Visits	25,489	22,342	(down 12%)
Questions Answered	19,588	17,748	(down 9%)
Library Cards Issued	93	126	(up 35%)
Computer Use	8,161	7,974	
Wireless Accessed	5,526	5,179	
	13,687	13,153	(down 4%)
Materials Check Outs	22,782	22,663	
E-books Checked Out	558	573	(up 3%)
Audiobooks Checked Out	600	489	(down 18%)

ADULT PROGRAMMING Highlights

- 33 programs total (up 60%) w/ 286 in attendance (up 38 %)
- Oct – FOL Meeting with concert by Knightsong (54); Dec – Holiday Sing-a-Long with Caroline Aiken (42)
- Mobile Computer Lab continues now in Comer, with better location at Earthly Goods Deli (84 Hwy 72, next to the police station), on select Wednesday mornings, plus now serving Jubilee Partners teachers/students in first session, then public in second. (6 workshops with 35 attendees this quarter vs. 6 last year with only 15 attendees)



YOUTH PROGRAMMING Highlights

- 87 total (up 28%) programs w/1,909 in attendance (up 30%)
- Input Outreach stats...
- Madison County Schools Family Night @ the Library (97 children from the schools signed in with Media Specialists – 17 Comer Elem; 14 Colbert Elem; 13 Danielsville Elem; 14 Hull-Sanford Elem; 22 Ila Elem; 13 Madison County Middle; and even 4 High Schoolers - over 200 in attendance, 37 library cards either re-activated or issued to new users!)



Upcoming Events - See Jan. events calendar – David Oates to speak at FOL Meeting 1/24

- Upcoming in February – Love the Library Campaign & FOL membership drive!

Other News

- Vibrant Communities Art Grant Award for Summer Reading Programming
- Staff training – all minus one part-timer who was sick attended a full day of staff development day training in Athens on Nov. 11
- Kim to do quarterly reports to BOC - Feb. 1, May 2, Aug. 1, Nov. 7 (1st Mon @ 6:30)

Regional Services Report
Madison County Georgia
January 14, 2016

Madison County Library Branch Manager Kim James and Asst. Director for Regional Services Lorena Griffin travelled to Colorado for **training on the upcoming "Discovering Tech" traveling exhibit** that will transform the library into a temporary science museum during Oct 2016 through January 2017. On February 22, we will attend an online training session. We are also involved in ongoing dialogue, via the program website, with other libraries hosting the exhibition.

Madison County is now the **home location for the ARLS new STEAM** (Science, Technology, Engineering, Art, and Math) equipment, funded by a \$10,000 grant from Georgia Public Library Service. The branch conducted a Cardboard Guitar workshop using Makey Makey kits to connect to the computer, exploring electronic circuitry. In December, guest pianist Caroline Aiken played the new keyboard from the grant, and the branch held a holiday sing-along with 45 in attendance. Other branches may borrow equipment from Madison, as desired. Equipment purchased with the grant include 10 Makey Makey kits, 2 Little Bits kits, several Cubelets, an electronic keyboard, 4 ukeleles, Legos, and a Wacom tablet for converting drawings to computer files.

Madison County won a **Vibrant Communities art grant** from the Georgia Council for the Arts, which will enable them to offer several art workshops in the coming months.

The **Reimagine Your Library!** campaign is going strong. A new round of billboards is planned for Love Your Library month in February. One of these will be placed on Hwy 29 in Hull. The branch will once again ask customers to write why they love their library. These will be published in the newspaper and also delivered to the County Commission.

Each County library is in the process of creating an **Outreach Plan**, setting goals for visits to schools, municipal councils and commissions, civic organizations, and other local organizations. Outreach may be provided by Madison County or regional staff, or by Board members or Friends, but will be tracked and managed by the Branch Manager. The current plan under development is for calendar year 2016.

Madison County Library**FY2016****Circulation**

	FY 2008	FY 2009	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016
July	7,432	8,822	8,057	8,529	7,948	9,912	9,505	9,243	9,281
August	6,224	7,231	6,488	7,901	6,683	8,565	7,799	7,735	8,285
Sept.	5,496	6,728	7,124	6,904	6,467	7,604	6,608	7,767	7,905
October	6,266	7,014	7,654	6,883	6,256	7,393	7,256	8,240	8,308
November	5,490	6,840	6,759	6,329	5,951	6,676	6,946	7,753	7,808
December	4,793	6,254	5,900	5,274	4,923	5,604	5,698	6,789	6,547
January	5,906	6,333	6,392	6,169	5,852	5,952	6,178	7,130	
February	6,435	6,523	6,271	6,400	5,247	5,972	6,344	7,187	
March	6,250	6,687	6,285	7,635	5,890	6,186	7,166	7,205	
April	6,314	6,149	5,785	6,360	6,660	6,470	6,765	7,610	
May	7,195	6,842	7,103	5,870	7,865	6,867	6,802	7,522	
June	9,662	9,036	9,260	8,336	10,791	8,234	9,837	10,152	
TOTAL	77,463	84,459	83,078	82,590	80,533	85,435	86,904	94,333	48,134

E-Books

	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016
July		13	97	189	191	209
August		45	66	155	205	173
September		27	79	124	159	198
October		28	17	143	175	212
November		30	96	141	202	177
December		38	66	147	181	184
January	38	47	95	157	148	
February	49	50	66	180	179	
March	36	60	55	213	193	
April	40	54	99	186	146	
May	54	51	120	188	136	
June	75	82	134	179	170	
TOTAL	292	525	990	2002	2085	1153

Audiobooks

	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016
July		55	74	59	192	163
August		62	90	78	141	193
September		59	63	66	182	176
October		60	53	75	209	180
November		68	45	107	194	134
December		50	37	124	197	175
January	12	48	58	109	165	
February	19	45	37	128	150	
March	19	69	42	163	150	
April	11	48	66	131	138	
May	16	84	62	149	130	
June	11	88	73	139	140	
TOTAL	88	736	700	1328	1988	1021

Attendance

	FY 2008	FY 2009	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016
July	9,311	9,423	9,050	8,658	8,998	11,885	11,179	10,959	9,228
August	8,863	8,571	8,727	8,239	10,182	10,825	10,314	9,949	8,279
September	8281	10,111	9,818	8,147	8,829	10,629	10,325	11,999	8,740
October	8515	8,772	8,422	6,882	8,638	9,147	9,717	9,719	8,479
November	6,933	7,143	8,304	5,489	8,718	7,991	7,493	8,508	7,164
December	7,081	6,424	6,101	5,250	8,946	7,280	6,810	7,262	6,699
January	7,135	7,461	6,946	5,623	9,804	8,410	7,264	8,259	
February	7,716	7,233	6,535	7,428	4,596	8,192	7,613	7,630	
March	8,512	9,073	8,067	8,134	5,275	9,579	9,882	10,409	
April	8,626	8,660	7,068	8,051	6,939	10,003	9,208	8,686	
May	9,308	8,308	7,417	8,104	11,277	9,948	9,459	7,993	
June	8,858	8,834	9,046	9,358	12,750	11,423	11,134	10,254	
TOTAL	99,139	100,013	95,501	89,363	104,952	115,312	110,398	111,627	48,589

Computer Use

	FY 2009	FY2010	FY2011	FY2012	FY2013	Wi-Fi FY2013	Wi-Fi FY2014	Wi-Fi FY2014	Wi-Fi FY2015	Wi-Fi FY2015	Wi-Fi FY2016	Wi-Fi FY2016
July	2,872	3,072	2,693	2,757	3,693		4,200	1,215	3,187	1,691	2,966	1,750
August	3,179	2,875	2,676	3,233	3,725		3,693	1,210	3,062	1,674	2,640	1,839
Sept.	2,951	2,823	2,547	2,934	3,417		3,788	1,135	4,665	1,760	2,720	1,646
October	2,786	2,814	2,539	2,830	3,618		4,289	1,235	2,853	1,798	3,006	1,930
November	2,866	2,708	2,235	2,566	3,102		3,067	1,669	2,851	1,629	2,546	1,568
December	2,501	2,478	2,165	2,460	2,731		2,931	1,639	2,457	2,099	2,422	1,681
January	3,017	2,538	2,277	2,714	2,596	580	3,100	1,645	2,795	1,763		
February	2,803	2,366	2,411	2,352	3,079	560	2,812	1,562	2,607	1,651		
March	2,708	2,635	2,441	2,258	3,240	600	2,993	1,825	2,825	1,902		
April	2,683	2,250	2,715	2,909	2,981	620	2,660	1,844	3,067	1,786		
May	2,732	2,431	2,515	3,185	3,215	670	3,133	1,478	2,639	1,653		
June	2,806	2,532	2,270	3,796	3,746	1,135	3,103	1,630	3,029	1,916		
TOTAL	33,904	31,522	29,484	33,994	39,143	4,165	39,769	18,087	36,037	21,322	16,300	10,414

Library Cards Added

	FY 2008	FY 2009	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016
July					44	63	52	41	40
August					46	49	60	31	34
Sept.					34	54	74	53	48
October					42	44	40	32	45
November					31	49	24	37	56
December					15	20	23	24	25
January					31	33	32	39	
February					23	38	34	22	
March					28	31	37	32	
April					56	29	25	22	
May					98	42	39	33	
June					88	42	56	68	
TOTAL					536	494	496	434	248

No Bookmobile/Outreach

**Calendar Year 2015
Madison County Library
January 1, 2015 through December 31, 2015**

	Budget <u>2015</u>	Amount <u>Received</u>	<u>Balance</u>	% of Budget <u>Received</u>
Revenue:				
Madison County Board of Commissioners	197,440.00	197,439.96	0.04	100.00%
Fines and Fees	10,000.00	12,904.43	(2,904.43)	129.04%
FOL travel donation	500.00	800.00	(300.00)	160.00%
Copy Machine	5,000.00	6,053.19	(1,053.19)	121.06%
Transfer Reserve	3,908.00	-	3,908.00	0.00%
TOTAL	216,848.00	217,197.58	(349.58)	100.16%

	Budget	Amount		% of Budget
	<u>2015</u>	<u>Expended</u>	<u>Balance</u>	<u>Expended</u>
Expenditures:				
Regional Share	14,900.00	14,900.00	-	100.00%
Wages/Benefits	165,141.00	168,233.91	(3,092.91)	101.87%
Equipment Repair and Maintenance	2,000.00	1,664.78	335.22	83.24%
Advertising	373.00	-	373.00	0.00%
Telephone	744.00	928.80	(184.80)	124.84%
Madison County Travel*	900.00	926.18	(26.18)	102.91%
Postage	1,790.00	125.62	1,664.38	7.02%
Printing	100.00	-	100.00	0.00%
Supplies (computer, household, and office)	2,500.00	3,374.81	(874.81)	134.99%
Water	300.00	290.01	9.99	96.67%
Computer Maintenance and equip.	500.00	-	500.00	0.00%
Landscape Maintenance	1,200.00	-	1,200.00	0.00%
Cleaning Service	12,600.00	12,600.00	-	100.00%
Gas	3,000.00	2,654.32	345.68	88.48%
Electricity	10,800.00	11,446.87	(646.87)	105.99%
TOTAL	216,848.00	217,145.30	(297.30)	100.14%

Revenues over/(under) Expenditures	-	52.28
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*Offset by FOL travel donation revenue

Madison County Gifts

Beginning Balance	16,853.67
Gifts 2015	13,057.03
Gift Expenditures 2015	<u>(13,959.61)</u>
Current balance in Gift Account	<u>15,951.09</u>

Madison County Certificate of Deposit	11,792.21
Interest Earned	<u>152.97</u>
Balance	<u>11,945.18</u>

Reserve:

Fund Equity (Reserve) at 01/01/15	38,334.53
Less: Reserved for Vacation Pay	<u>(3,101.66)</u>
Reserved for One Months Operating	<u>(18,070.67)</u>
Net Fund Equity (Reserve)	<u>17,162.20</u>

MADISON COUNTY CONSTRUCTION FUNDS**REVENUES:**

State of Georgia Financing Commission	1,515,000.00
Madison County Board of Commission	585,000.00
TOTAL REVENUES	<u>2,100,000.00</u>

Total Expenditures	<u>2,100,000.00</u>
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Remaining Balance	<u>-</u>
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Account:	103-23-56100-09507 (Supplies processing)				
4/2/2015	1452-212	Accounts Payable	DEMCO, Inc-5565399		\$45.58
4/22/2015	1459-262	Accounts Payable	DEMCO, Inc-5582089		\$72.91
Account:	103-25-56100-09507 (Supplies - office)				
2/5/2015	1428-24	Accounts Payable	Quill Corporation-1229585		\$39.15
3/27/2015	1461-15	Accounts Payable	Quill Corporation-2775370		\$87.12
4/21/2015	1459-298	Accounts Payable	Quill Corporation-3490519		\$29.97
4/27/2015	1459-312	Accounts Payable	Quill Corporation-3663704		\$19.99
5/7/2015	1461-75	Accounts Payable	Petty Cash Custodian-PC 9/24-2/24/15		\$39.07
6/1/2015	1470-45	Accounts Payable	Quill Corporation-4661284		\$58.08
8/4/2015	1490-393	Accounts Payable	Quill Corporation-6488339		\$87.12
10/14/2015	1515-139	Accounts Payable	Quill Corporation-8674209		\$41.94
10/14/2015	1515-143	Accounts Payable	Quill Corporation-89674111		\$153.55
11/10/2015	1529-15	Accounts Payable	James, kimberly A-Mad Hardware Pinestr		\$231.50
11/11/2015	1523-117	Accounts Payable	Quill Corporation-9515197		\$90.00
11/19/2015	1544-31	Accounts Payable	Quill Corporation-9768413		\$100.25
11/20/2015	1544-42	Accounts Payable	Quill Corporation-9819902		\$34.00
3/10/2015	1444-156	Accounts Payable	Thornton Brothers, I-179816-00		\$252.34
4/2/2015	1452-103	Accounts Payable	Madison County Ace #-089315/1		\$9.49
4/24/2015	1461-11	Accounts Payable	Quill Corporation-3621404		\$3.58
6/9/2015	1470-108	Accounts Payable	Thornton Brothers, I-183852-00		\$540.73
9/1/2015	1497-715	Accounts Payable	Thornton Brothers, I-187094-00		\$251.12
10/14/2015	1515-141	Accounts Payable	Quill Corporation-89674111		\$45.98
Account:	103-27-56100-09507 (Supplies- computer)				
2/18/2015	1434-211	Accounts Payable	Quill Corporation-1620717		\$162.99
2/18/2015	1434-213	Accounts Payable	Quill Corporation-1621943		\$162.99
4/29/2015	1462-77	Accounts Payable	Quill Corporation-3758538		\$284.39
7/15/2015	1480-93	Accounts Payable	Milner, Inc.-17486A		\$15.50
9/3/2015	1497-318	Accounts Payable	Quill Corporation-7452010		\$349.98
11/6/2015	1523-137	Accounts Payable	Quill Corporation-9387967		\$99.99
11/12/2015	1523-139	Accounts Payable	Quill Corporation-9552236		\$65.50
					\$3,374.81

Madison County Library Board of Trustees
as of 01/2016

Trustee Name	Committee	Contact Information	Mailing Address	Induction Date	Term Expires
Victor Johnson	Building & Grounds Challenged Materials Gifts	Home 706.795.2184 Work 706.795.5281 victor@glflawyers.com	1785 Fred Goss Road Danielsville, GA 30633	Q3-2010	2nd full term expires 6/30/2020
Ramona Booth, Treasurer beginning Jan. 2016 <i>Regional</i> <i>Board Representative -</i> <i>appointed Oct 2014 to</i> <i>replace Mike Moak's</i> <i>unfulfilled term thru June</i> <i>30, 2015. 1st full term</i> <i>7/2015</i>	Chair - Finance Special Projects	Cell 706.207.3283 Home 706.543.0204 boothramona@gmail.com	539 Martin Griffeth Road Hull, GA 30646	Q3-2011	1st full term expires 6/30/2016
Otelyer Byrd	Chair - Personnel Gifts Friends Liaison	Cell 706.202.7910 Home 706.789.2495 otelyerwbyrd@gmail.com	27 Banks Drive Danielsville, GA 30633	Q1-2006 (filled unexpired term) 1st full term began Q3- 2008	2nd full term expires 6/30/2018
Karen Harrison, Vice Chair beginning Jan. 2016 <i>Regional Board</i> <i>Representative-</i> <i>2nd term appointed 7/2014</i>	Personnel Chair- Gifts	Home 706.549.0241 karenharrison@bellsouth.net	150 Martin Griffeth Road Hull, GA 30646	Q2-2009	2nd full term expires 6/30/2019
Harry Rice, Secretary <i>Regional Board</i> <i>Representative- 1st term</i> <i>appointed 10/2015</i>	Building and Grounds Personnel	Home 706.795.3157 hrice2006@windstream.net	P.O. Box 341 / 1545 Booger Hill Rd Danielsville, GA 30633	Q2-2015 (filled unexpired term) 1st full term began Q3- 2015	1st full term expires 6/30/2020

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Audrey Spivey	resigned 12/2015	Cell 706.424.2017 Home 706.788.9748 spivey39@windstream.net	336 Kingston Rd Colbert, GA 30628	Q3-2015	first full term expires 6/30/2020
Mike Moak , Board Chair beginning Jan. 2016	Chair- Special Projects Finance Challenged Materials	Cell 706.540.7326 Home 706.548.4879 ammoakga@gmail.com	131 Bridlewood Trail Hull, GA 30646	Q2-2007	2nd full term expires 6/30/2017
Ellen Cowne	Chair-Challenged Materials Finance	Cell 770.468.3334 ecowne@charter.net	797 Kingston Rd Colbert, GA 30628	Q1-2015 (filled unexpired term that ends 6/30/2016)	1st full term expires 6/30/21
Karen Moss Bryan	Chair - Building and Grounds Special Projects	Cell 970-310-5978 karenmoss.bryan@gmail.com	2595 Rogers Mill Rd Danielsville, GA 30633	Q1-2015 (filled unexpired term ending 6/30/2021)	ist full term expires 6/30/2021

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Madison County Board of Trustee List 2016

From: Kim James

Sent: Wed, Jan 20, 2016 at 12:46 pm

To: Valerie Bell

Cc: Joy Ovington

[Madison_County_Library_Board_List_Jan2016.pdf \(372.2 KB\)](#)

[Madison_County_Library_Board_List_Jan2016.xlsx \(16.9 KB\)](#) – **Download all**

Regional Board Representatives from Madison County are...

1. Ramona Booth - appointed Oct 2014 to replace Mike Moak's unfulfilled term through 6/30/2015, first full term began 7/2015
2. Karen Harrison - 2nd term appointment began 7/2014
3. Harry Rice - 1st appointment began 10/2015

Full BOT list is attached, now includes the regional term dates that were missing.

Thanks~

Kim James
Branch Manager
Madison County Library
706-795-5597